

**PEACE LIBRARY SYSTEM
BOARD MEETING MINUTES
MAY 28, 2022**

Present:	Carolyn Kolebaba, Chair	Northern Sunrise County
	Cindy Hockley	Village of Berwyn
	Ann Stewart	Big Lakes County
	Denise Joudrey	Birch Hills County
	Amber Bean	Clear Hills County
	Dalen Richardson	MD of Fairview No. 136
	Stan Golob	Town of Fairview
	Lindsay Brown	Town of Falher
	Meesha Bainton	Town of Fox Creek
	Mike O'Connor	City of Grande Prairie
	Karen Rosvold	County of Grande Prairie No. 1
	Tom Burton	MD of Greenview No. 16
	Colleen Sklapsky	Town of Grimshaw
	Brent Anderson	Town of High Level
	Alison Bjornson	Village of Hines Creek
	Brad Pearson	MD of Lesser Slave River No. 124
	Agnes Roshuk	Village of Nampa
	Belinda Halabisky	County of Northern Lights
	Tahirih Wiebe	MD of Opportunity No. 17
	Theresa Johnson	MD of Peace No. 135
	Elaine Manzer	Town of Peace River
	Michelle Farris	Town of Rainbow Lake
	Roxann Dreger	Village of Rycroft
	Elaine Garrow	MD of Spirit River No. 133
	Tanya Boman	Town of Valleyview
	Anna Underwood	Town of Wembley
Regrets:	James Waikle	Town of High Prairie
	Greg Pasichnuk	Town of Manning
	Clint Froehlick	Town of Sexsmith
	Vacant	Village of Donnelly
	Vacant	Village of Girouxville
Absent:	Gena Jones	Town of Beaverlodge
	Reta Nooskey	Paddle Prairie Métis Settlement
	Margaret Jacobs	Town of McLennan
	Kirsten Smith	Saddle Hills County
	Kimberly Hughes	Town of Slave Lake
	Harry Ezio	Town of Spirit River
	Alain Blanchette	MD of Smoky River No. 130
Staff:	Louisa Robison, CEO	
	Alrene Dempster, Executive Assistant (minutes)	
	Emma Stewart, Consulting Services Manager	
	Janet Ayles, IT & Technical Services Manager	

1. CALL TO ORDER & INTRODUCTIONS

The Chair called the meeting to order at 10:30 a.m. and introductions were made.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B22-014 To approve the agenda as presented.

Moved by: M. Farris CARRIED

3. MINUTES OF FEBRUARY 26, 2022 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B22-015 To accept the minutes of the February 26, 2022 meeting as presented.

Moved by: C. Hockley CARRIED

4. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

5. 2021 YEAR IN REVIEW

5.1 CHAIR'S REPORT

Highlights from the Chair report:

- Through the Indigenous Populations Grant, PLS continued to work with member libraries to extend programs and services to seven Indigenous communities near High Prairie, High Level, Grimshaw and Valleyview.
- Participated in many virtual conferences and also attended the Government of Alberta virtual updates.
- PLS participated in focus groups hosted by the Public Library Services Branch to solicit opinions on the Libraries Act and what changes could be made to the legislation and regulations if the Act were to be opened to edits.

MOTION: B22-016 To accept the Chair's report as presented.

Moved by: C. Sklapsky CARRIED

5.2 PERSONNEL COMMITTEE REPORT

The Personnel Committee met on 27 February, 24 July, 18 September and 7 October. They reviewed personnel needs and expenditures for 2022 and approved 19 FTE staff positions. The Committee reviewed the following policies:

- Staff Recognition Policy
- Confidentiality Agreement for Library Service Points
- Working from Home Policy.

The Committee also approved the proposed performance goals and education plan for the CEO.

MOTION: B22-017 To accept the Personnel Committee's report as presented.

Moved by: S. Golob CARRIED

5.3 PLAN OF SERVICE COMMITTEE REPORT

The Plan of Service Committee met on 18 September 2021 to review the following policies as per the policy schedule:

- Allotment Fund Policy
- Provision of Library Materials to Persons Unable to Use Conventional Print Policy
- Social Media Policy
- Social Media Policy for Library Services Points.

The Committee also reviewed and approved the ongoing work of developing the 2022-2024 Plan of Service. In 2022, the Plan of Service Committee will review additional policies and progress made on the new 2022-2024 Plan of Service.

MOTION: B22-018 To accept the Plan of Service Committee Report as presented.

Moved by: M. Bainton CARRIED

5.4 2021 PLS ANNUAL REPORT

The CEO reviewed the 2021 Annual Report.

MOTION: B22-019 To approve the 2021 Annual Report for distribution.

Moved by: B. Halabisky CARRIED

5.5 2021 MEMBER LIBRARIES: BY THE #S

The CEO reported that member libraries are also required to submit an annual report for PLSB. She said the 2021 Member Libraries: By the #s report was put together with statistics pulled from those reports to show the activity of libraries in the region.

MOTION: B22-020 To receive the 2021 Member Libraries: By the #s report for information.

Moved by: E. Manzer CARRIED

5.6 2021 AUDITED FINANCIAL STATEMENTS

Orleana McMillan from MNP LLP reviewed the statement of financial position, changes in net assets, 2021 revenue and expenditures and related notes. She reported that the financial statements present Peace Library System's financial position fairly and that it was a clean audit. She thanked the CEO and PLS staff for all their assistance during the audit. The Board asked staff to leave the meeting to go in camera with the auditor then were asked to return once they were out of camera.

MOTION: B22-021 To approve the 2021 Audited Financial Statements for distribution.

Moved by: B. Halabisky CARRIED

The Chair recessed the meeting for a health break at 11:30 am.
The Chair reconvened the meeting at 11:36 am.

6. APPOINTMENT OF AUDITOR FOR 2022-2024

6.1 PLS AUDIT PROPOSAL FOR 2022-2024

The CEO reported that MNP LLP has submitted a proposal for audit services for a three-year term. She added they are very happy with the work MNP have done and the attention they have put into learning what PLS is and how they operate.

MOTION: B22-022 To appoint MNP LLP as auditors for the following term:

- **2022 - year end \$19,000**
- **2023 – year end \$20,000**
- **2024 – year end \$21,000**

Moved by: E. Manzer CARRIED

7. REPORTS

7.1 CEO's

The CEO highlighted her written report and provided a verbal update. She reported that eleven visits to member Boards have been scheduled beginning in May with two completed: GPPL, High Prairie, Valleyview will be rescheduled in September.

TRAC is planning an advisory council meeting for 17 May, hosted by the Yellowhead Regional Library in Spruce Grove. This will be a focus group session

to begin the process of forming a strategic direction plan for TRAC, as well as some Polaris training.

The Sixties Scoop Society of Alberta is now ready to fulfill the agreement with the presentations beginning in June. The first session will be at Grande Prairie and Valleyview libraries, the second will be at Peace River and High Level libraries.

Paddle Prairie Métis Settlement has a new Chief Administrative Officer, Justin Gaudet. PLS Staff will be visiting the Settlement in June to assess the space, the equipment and technology and see what can be used and what needs replacing, as well as to meet in person and discuss the needs and wants of the community in regards to library services, and what PLS can provide or assist with.

The CEO is currently investigating the feasibility, costs and potential benefits and grants of a number of alternatives to status quo electricity and fuel, including solar panels on the roof of the headquarters building as well as preparations for electric vehicle conversion for the consulting vehicles and delivery vans.

7.2 CHAIR'S

The Chair reported that the courses being offered by the PLSB via Zoom are very beneficial for new Trustees and are a great refresher for all Trustees.

7.3 TECHNICAL SERVICES

J. Ayles highlighted her written report. She reported that although there had been an increase in the number of orders since the New Year, they have slowed down recently. They have been actively encouraging library staff to spend their allotments on a regular basis throughout the year. Receiving has been busy as of late with regular delivery of materials for libraries. There is a small backlog in cataloguing, but staff are working to get items ready for libraries quickly. At the moment, we are prioritizing school library materials to get them out before the end of the school year.

She reported that they are looking at replacing the 2014 Rogue and at least one of the delivery vans. It was suggested to check dealerships outside of Grande Prairie for inventory. A question was raised regarding the parameters set in the policy for vehicle replacement. Administration was asked to review this policy.

7.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles highlighted her written report and provided a verbal update. She reported that due to scheduling and staff changes at Yellowhead Regional Library, the Polaris upgrade has been put off until Fall 2022. The TRAC servers are scheduled to be replaced on June 6.

She reported that the last of the libraries have been migrated to SuperNet 2.0. The final migration happened in March and all libraries have been moved to their new SuperNet bandwidths.

MOTION: B22-023 To receive agenda items 7.1 – 7.4 for information.

Moved by: T. Wiebe

CARRIED

The Chair recessed the meeting for lunch at 12:12 pm.

The Chair reconvened the meeting at 12:47 pm.

7.5 CONSULTING SERVICES

E. Stewart highlighted her written report and provided a verbal update. The consulting department plans to get on the road this spring for their first round of fully in-person library visits since the beginning of the pandemic.

26 libraries have signed up to participate in this year's *Once Upon A Time* TD-Summer Reading Club.

The 2022 Stronger Together conference will be virtual again this year, with Peace Library System, Parkland Regional Library System, Yellowhead Regional Library System, and The Alberta Library partnering together to provide an amazing conference on October 6 and 7.

They were able to return to an in-person Public Library Meeting for this first time since 2019. 18 library managers attended in-person, with 8 more joining over Zoom. It was an excellent opportunity for library managers to share updates from their libraries and for PLS to provide in-person training on topics like material delivery and cybersecurity.

7.6 INDIGENOUS SERVICES

L. Robison highlighted activities from the Indigenous outreach workers report. They have delivered craft kits to Indigenous communities near High Prairie. Other activities included; Take a Book/Leave a Book being restocked at the Family Resource Network in East Prairie Métis Settlement. The Sucker Creek First Nation purchased 30 High Prairie Municipal Library memberships for their members interested in a library card. The Outreach workers registered for the Grouard Indian Residential School Gathering from May 9th – 13th happening at Kapawe'no First Nation. On April 26th the Indigenous Outreach Supervisor was invited to the Volunteer Appreciation supper held by the Big Lakes FCSS where she received a Certificate of Appreciation.

L. Robison also reported that plans to extend library service from the High Level Library to Chateh Dene Tha' First Nation are underway but currently on hold due to the flooding in the area. The Valleyview Library hosted a "Beading and Bannock" workshop over two evenings featuring an award-winning Indigenous artist from Prince George.

7.7 THE ALBERTA LIBRARY (TAL)

The CEO reported that TAL had its AGM on April 29. Elections were held and the budget was approved as well as further implementation of the recommendations of their organizational review.

7.8 THE ALBERTA LIBRARY TRUSTEES' ASSOCIATION (ALTA)

D. Joudrey reported that ALTA met on May 19 and are working on getting their billings out sooner. She reported that a link had been sent out to attend the AGM on Saturday, June 11th. Once dates have been set for Coffee Chats an email will be sent to all board members.

7.9 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The CEO reported the TRAC had their annual Advisory Council meeting on May 17. A very productive facilitated feedback session was held with three library managers from each of the four regions, while strategic direction conversations were had among the department managers. The TRAC directors as well as the directors from the other three system will be meeting at Marigold Library System on June 2. Topics for discussion will include the Relais interlibrary loan system implemented by the province, areas where the systems can increase cooperation and the relationship between the systems and the Public Library Services Branch.

MOTION: B22-024 To receive items 7.5 – 7.9 for information.

Moved by: M. O'Connor CARRIED

8. COMMITTEE

8.1 EXECUTIVE/FINANCE

8.1.1 DRAFT MINUTES OF THE APRIL 23, 2022 MEETING

MOTION: B22-025 To receive the draft minutes of the April 23, 2022 Executive Committee meeting for information.

Moved by: A. Stewart CARRIED

8.1.2 FINANCIAL STATEMENT– MARCH NOTES

8.1.2.1 FINANCIAL STATEMENT – MARCH 2022 SIMPLIFIED

8.1.2.2 FINANCIAL STATEMENT – MARCH 2022 COMPLETE

The CEO asked for feedback on the simplified version of the financial statement. The overall consensus was they preferred this format. She explained the negative amount in revenue reflected a coding error. She reviewed each department and highlighted any notes.

MOTION: B22-026 To receive the March Financial Statement for information.

Moved by: C. Hockley CARRIED

8.1.3 FIVE-YEAR CAPITAL PLAN 2022-2026

The CEO provided anticipated expenditures and capital reserve balances for each year of the Five-Year Capital Plan.

MOTION: B22-027 To approve the updated Five-Year Capital Plan as presented.

Moved by: E. Garrow CARRIED

8.1.4 DESTRUCTION OF 2014 ACCOUNTING RECORDS

The CEO reported that the 2014 accounting records were sent for shredding on May 6 as per policy.

MOTION: B22-028 To ratify the destruction of Peace Library System's 2014 accounting records.

Moved by: M. O'Connor CARRIED

8.1.5 DRAFT DATA SECURITY POLICY

The CEO reported that the Data Security Policy required minor revision as well as a couple procedural corrections.

MOTION: B22-029 To approve the revised draft Data Security Policy as presented.

Moved by: A. Roshuk CARRIED

8.1.6 DRAFT INTERNET & ELECTRONIC MAIL ACCEPTABLE USE POLICY

The CEO noted the updated wording that was requested by the Executive Committee as well as other minor revisions.

MOTION: B22-030 To approve the draft Internet & Electronic Mail Acceptable Use Policy as presented.

Moved by: A. Stewart CARRIED

8.2 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE

8.2.1 MINUTES OF THE APRIL 27, 2022 MEETING

8.3 CLEAR HILLS COUNTY ADVISORY COMMITTEE

8.3.1 MINUTES OF THE MAY 11, 2022 MEETING

8.4 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE

8.4.1 MINUTES OF THE MAY 11, 2022 MEETING

The Chair reported that Peace Library System is the Board of Record for Northern Sunrise County, Clear Hills County and the County of Northern Lights. The municipal appointees on the PLS board and the librarians within these municipalities meet with Peace Library System twice a year. She said that items 8.2.1, 8.3.1 and 8.4.1 are minutes from these meetings.

MOTION: B22-031 To receive agenda items 8.2.1, 8.3.1 and 8.4.1 for information.

Moved by: C. Sklapsky

CARRIED

9.1 NEW BUSINESS

9.1 2021-2022 INDIGENOUS SERVICES GRANT FINAL REPORT

The CEO provided highlights from the financial report summarizes the activities in the Peace region to expand services to Indigenous patrons and communities between April 1, 2021 and March 31, 2022.

She reported that the focus of the 2021-2022 grant expenditures has been on physically taking materials, programs and services to Indigenous communities, being present at community events and on presenting anti-racism awareness training and content for library workers.

PLS has had in place a Memorandum of Understanding (MOU) with High Prairie Library Board to take library services to nearby Indigenous communities. The MOU lays out an agreement to work together and provide space to work for two PLS-employed Indigenous outreach workers, who bring outreach services to each of the surrounding Indigenous communities: Driftpile First Nation, Kapawe'no First Nation, Sucker Creek First Nation, East Prairie Métis Settlement, Gift Lake Métis Settlement and Whitefish Lake First Nation. Some of the regional initiative included: Take a Book, Leave a Book, Capturing Elder Stories, Library Projects and Programs, and Craft Kits.

She also reported that PLS allocates grant funds to support a small portion of the cost of eResources (including Transparent Languages), Polaris services and resource sharing services, as well as projects such as Indigenous book club kits, outreach kits, and an oral history kit to assist with programming.

She reported that PLS was unable to spend the funds prior to March 31, 2022 but now that COVID restrictions have been lifted and communities have started to welcome outsiders, the opportunities to spend the carryover amount have been much more plentiful, including implementing training and awareness programs that had been planned but cancelled in 2020.

MOTION: B22-032 To receive the 2021-2022 Indigenous Services Grant report for information.

Moved by: M. Farris CARRIED

10. FOR INFORMATION

10.1 PEACE LIBRARY SYSTEM'S NEWS & NOTES, SUMMER, 2022

MOTION: B22-033 To receive item 10.1 for information.

Moved by: L. Brown CARRIED

11. MEMBERS' BUSINESS/ROUND ROBIN

Information on upcoming events and activities was shared around the table.

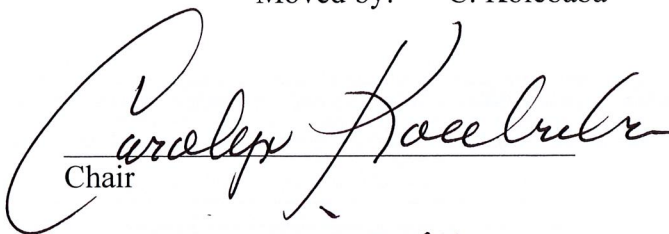
12. NEXT MEETINGS

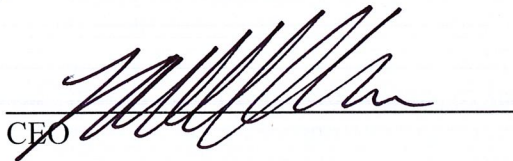
Executive: July 23, 2022 (Dunvegan Inn, Fairview)
Board: September 17, 2022 (TBA)
Executive: October 22, 2022 (TBA)
Board/Christmas Party: November 26, 2022 (Grande Prairie)

13. ADJOURNMENT

MOTION: B22-034 To adjourn the meeting at 2:09 p.m.

Moved by: C. Kolebaba CARRIED


Chair


CEO

September 17, 2022
Date